

**COLUMBIA UNIVERSITY IN THE CITY OF NEW
YORK—TEACHERS COLLEGE**

SPECIAL COURSE IN HOSPITAL ECONOMICS—1902-1903

OFFICERS.

JAMES E. RUSSELL, Dean.

HELEN KINNE.....	Professor of Domestic Science.
MARY L. D. FORREST.....	Instructor in Domestic Science.
LAURA B. WHITEMORE.....	Assistant in Domestic Science.
CHARLOTTE M. WAY.....	Laboratory Assistant.
HERMAN VULTE, Ph.D.....	Lecturer on Household Chemistry.
ANNA L. ALLINE.....	Assistant in Hospital Economics.
MRS. HUNTER ROBB	}Lecturers on Hospital Economics.
MISS M. M. RIDDLE	
MISS M. A. NUTTING	
MISS EVA ALLERTON	
MISS MAUD BANFIELD	

COURSE IN HOSPITAL ECONOMICS.

At the request of the American Society of Superintendents of Training-Schools for Nurses, Teachers College offers a special course in Hospital Economics. The course has for its purpose the preparation of trained nurses who have the necessary qualifications for teachers in training-schools for nurses. Its aim is eventually to attain uniformity in curriculum and training-school methods, which shall make the standing of a trained nurse practically the same from any training-school connected with a general hospital in the country, and also in the course of time to be able to supply thoroughly trained superintendents to take charge of hospitals and training-schools.

The American Society of Superintendents of Training-Schools for Nurses is responsible for the development of this course, and in order to secure a careful selection from candidates it has appointed a Board of Examiners of experienced superintendents, whose duties are to receive the names of all candidates for the teachers' course and to endorse them. They decide upon their qualifications as practical trained nurses, examine their certificates, and receive a full statement from the superintendent of the school from which they graduated as to the candidate's qualifications to become a superintendent. In addition to these requirements the Board of Examiners require (a) evidence of the satisfactory completion of an approved course (1) in a secondary school, normal school, or college and (2) in a nurses' training-school, this to include evidence of satisfactory work in anatomy, physiology, materia medica, applied bacteriology, urine analysis, together with a general knowledge of practical nursing obtained by a two- or three-year course in a general hospital; and (b) that the candidate enter Teachers College for the full academic year of about eight months, and that she will before this term spend from three to four months in doing private duty. Then, after this year of extra preparation, having passed the required examination satisfactorily, she will receive a certificate as a qualified teacher for a training-school for nurses, such certificate to be signed by the dean of Teachers College.

ADMISSION

GENERAL REGULATIONS.

1. Each candidate must present to the college a recommendation for admission from the Board of Examiners, certifying to the moral character of the applicant and her qualifications for undertaking professional work.

2. No candidate can be admitted who is not in good physical condition.

3. Students admitted to any class are held on probation until the end of the first half-year. Any student who fails to pass in at least one-half of her work during this period of probation will be dropped from the roll of the college.

4. All students are required to present themselves for registration on Thursday, Friday, or Saturday of the week preceding the first Monday of October in each year. Enrollment at a later date is permitted only to those who obtain the consent of the appropriate committee, good cause for the delay having been shown. The presence of all students is required on the day immediately following the close of all vacations and recesses.

5. All matriculated students in the Hospital Economics Course are under the charge of the standing Committee on Undergraduate Students. At the time of registration each student must file with the registrar a list of studies for the year, approved by this committee of the faculty. No change will be permitted in such registered lists except with the consent of the committee, and no credit will be allowed for any course not approved and registered in this manner.

6. All fees for the first half-year must be paid to the cashier of Teachers College on or before the last Saturday in October, and all fees for the second half-year on or before the third Saturday in February. No official record is made of a student's work until her matriculation fee is paid.

APPLICATIONS.

It is desired that all applications be made during the spring and early summer. For application papers apply to the chairman of the Board of Examiners, Miss Banfield, Polyclinic Hospital, Philadelphia, Pa.

COURSE OF STUDY.*

Required (eight points): †

PSYCHOLOGY **A**—Elements of psychology, *and*

EDUCATION **10**—Educational psychology—(together) three points.

HOSPITAL ECONOMICS **10**—Methods and practice—one point.

HOSPITAL ECONOMICS **12**—Hospital and training-school organization and supervision—two points.

PHYSICAL EDUCATION **10**—Applied anatomy and physiology—two points.

* Students who can satisfy the requirements in any of the prescribed subjects may elect other subjects of equal credit in any department of the college with the approval of the dean and the professor concerned.

† In this circular the credit given for courses is scheduled in *points*. One point represents one hour of class work per week throughout the year. Two hours of practical work, as in the shop, laboratory, or school-room, count as one hour of class work.

For detailed statement of courses, see regular announcement. For further general information concerning Teachers College, see "Announcement of Teachers College," a copy of which will be sent on application to the secretary.

Elective (seven to ten points): These courses are recommended:

BIOLOGY AND PHYSICAL EDUCATION 3—Physiology and hygiene—two points.
BIOLOGY 12—Bacteriology—one point.

DOMESTIC SCIENCE 10—Foods—two points.

DOMESTIC SCIENCE 11—Foods, advanced course, dietetics—one point.

DOMESTIC SCIENCE 12—Food production and manufacture—two points.

DOMESTIC SCIENCE 14—Household chemistry—two points.

HISTORY 10—Economic and social history of the United States—two points.

SUBJECTS OF THE COURSE.

The subjects enumerated in the course of study are, with the exception of Hospital Economics 10 and 12, regular courses of the college. Teachers College is a professional school for the training of teachers; hence its work is directed towards teaching, even in courses which are usually offered in colleges and universities. Some of these courses are intended especially to lay the foundations for a scientific theory of education; others are directed towards the practical work of teaching, and yet others seek to give the intending teacher a better knowledge of the subjects to be taught.

The courses which are chiefly professional are Psychology A and Education 10. In these courses the student is introduced to some of the most important topics in psychology and is led by experiment and observation to apply the fundamental psychological principles to instruction and the general conduct of school work. Education 10 will present the general principles that control successful teaching so far as such can be derived from psychological laws and from the study of school practice. It will aim to prepare students for general classroom work and for the courses in the methods of teaching the separate subjects. The work in the division for students in Hospital Economics course will be specialized so far as possible to meet the needs of the class.

The various courses in Biology and Domestic Science are intended to broaden the student's knowledge of the fundamental principles of science and to give her practical direction in making this knowledge of service in teaching. The courses in Hospital Economics, which are carried on under the direction of the Committee of the American Society of Superintendents of Training-Schools for Nurses, aim to present the practical problems of hospital administration and to give students systematic instruction in the organization and management of training-schools for nurses.

The general supervision of this course will be in the hands of a trained teacher, who will supplement the work of the special lectures and conduct such excursions and field work as may be found necessary in the successful pursuit of the course. Thus it is proposed during the year to make careful studies of the following subjects:

Laboratories: preparation of culture media; isolation and culture of bacteria; preparation of anti-toxines. Milk Laboratories: modified milk; sterilized milk; Pasteurized milk. Dairies: source of bacteria in milk; effect of bacteria on milk. General hospital. Private hospitals. Special hospitals. Training-schools. Small general hospitals. Insane asylums. Dietary on scientific basis in an insane asylum. Operating theatre: sterilizing plant; preparation for operation; detail work of clinic. Philanthropic organizations: relations to the nursing profession.

DETAILED STATEMENT OF COURSES OF INSTRUCTION.

HOSPITAL ECONOMICS 10—METHODS AND PRACTICE.—Observation, conference, discussion, and practical work. One point. Hours to be arranged.

This course is designed to meet the needs of teachers in training-schools for nurses. It discusses the principles which underlie training-school work and provides opportunity for the practical application of these principles in teaching.

Required of special students in hospital economics.

HOSPITAL ECONOMICS 12—HOSPITAL AND TRAINING-SCHOOL ORGANIZATION AND SUPERVISION.—Lectures, essays, and discussions. Two points. Hours to be arranged.

This course deals with the problems connected with the organization and management of training-schools and hospitals. The following topics will indicate its general scope: 1. Training-school organization and management,—construction and equipment, planning of the curriculum with special reference to securing a uniform course in the various schools, instruction and grading of students, and all other matters connected both with material and with educational interests. 2. Hospital organization and management,—construction and equipment, organization of ward work, relations to trustees and hospital staff, and other requirements in general administration.

Required of special students in hospital economics.

PSYCHOLOGY A—ELEMENTS OF PSYCHOLOGY.—Lectures, practical exercises, and recitations. One and a half points. Professor Thorndike and assistants. Hospital Economics Section (first half-year only) Monday, Wednesday, and Friday at eleven-thirty.

Required of special students in hospital economics.

EDUCATION 10—EDUCATIONAL PSYCHOLOGY.—One and a half points. Professor Thorndike. Hospital Economics Section (second half-year only) Monday, Wednesday, and Friday at eleven-thirty.

This course will present the general principles that control successful teaching so far as such can be derived from psychological laws and from the study of school practice. It will aim to prepare students for general class-room work and for the courses in the methods of teaching the separate subjects.

Required of special students in hospital economics. Prerequisite: Psychology A.

BIOLOGY AND PHYSICAL EDUCATION 3—Lectures, recitations, and laboratory work. Two points. First half-year, physiology—Professor Lloyd and Dr. Bigelow. Second half-year, personal hygiene—Professor Wood. Monday and Wednesday, nine-thirty to eleven-thirty.

The first part of this course involves a study of the activity of cells, tissues, and organs in various organizations, both plants and animals, including man. The second part of the course considers personal health as a problem in vital economics; the human body as an organic machine and the aim of personal hygiene to be the provision of the most efficient body mechanism for the life-needs of the individual. The topics include the argument for the careful study of health and hygiene; ideals of health influencing different peoples; structure and functions of the human body; changes in the organism due to evolution and civilization and the health problems arising from these changes; conditions necessary

to the perfect state of the body and the activity of the various functions; causes of weakness, injury, degeneration, and disease; improvement of health and prevention of disease by hygienic means.

DOMESTIC SCIENCE 10—FOODS.—Lectures, laboratory work, essays, and collateral reading. Four points. Mrs. Forrest and assistants. Mondays and Wednesdays, one-thirty to four-thirty, and Fridays at one-thirty. Laboratory fee, seven dollars.

This course covers the following general topics: Composition and nutritive value of foods; fundamental principles and processes of cookery; comparative study of fuels and cooking apparatus. It is designed to give a thorough knowledge of theory and practice in cooking, and to aid the student in arranging subject-matter for teaching. Special attention is given to scientific methods of laboratory work, and to the adaptation of such methods to the school.

DOMESTIC SCIENCE 11—FOODS, ADVANCED COURSE.—Four points. Professor Kinne, Mrs. Forrest, and assistant. Tuesdays and Fridays, nine-thirty to twelve-thirty, and Tuesdays at two-thirty. Laboratory fee, ten dollars.

This course elaborates and applies the principles established in Course 10. It takes up advanced cookery; preservation of food; cookery for invalids and children; food values and dietaries; planning, cooking, and serving of meals; a waitresses' course and marketing.

Prerequisite: Domestic Science 10 and 12.

Students admitted to advanced standing may elect either half of the course separately. *The lectures on dietetics may be elected alone, counting as one point.* Advanced students will have opportunity for special research in dietetics.

DOMESTIC SCIENCE 12—FOOD PRODUCTION AND MANUFACTURE.—Lectures, laboratory work, reading, and excursions. One point. Dr Vulté. Thursdays, nine-thirty to eleven-thirty.

This course is complementary to Course 10, covering the following special topics: the production of food materials, such as dairy products, manufacture of flours, cereals, spices, etc.; food adulterations and other processes in the preparation of food materials.

DOMESTIC SCIENCE 13—HOME SANITATION AND ECONOMICS.—Conferences, lectures, laboratory work, and collateral reading. Two points. Mrs. Forrest. Wednesdays, nine-thirty to twelve-thirty.

This course embraces the following subjects: first half-year—situation and structure of the house, water supply, disposal of waste, heating and ventilation, lighting, healthful furnishing, cleansing of the house; second half-year—development and organization of the home and its adaptation to modern conditions, systematic methods of housekeeping, the cost of living and household accounts, domestic service.

Students admitted to advanced standing and candidates for the Master's diploma may elect either half of the course separately.

BIOLOGY 12—BACTERIOLOGY.—Lectures and laboratory work. One point. Professor Lloyd and Dr. Bigelow. Mondays and Wednesdays, nine-thirty and eleven-thirty.

This is a course in applied bacteriology. The lectures, which are associated with practical laboratory work in illustration of the themes, deal with the nature of bacteria and the methods of isolation and recognition of species; the part

which bacteria play in nature, and the industrial uses to which they are put; the bacteria of air, water, ice, milk, and foods generally; the methods of sterilization and disinfection; the relation of bacteria to plant and animal disease, and, in connection with this, certain phases of hygiene and household sanitation, and the care of the sick.

This course is given during the second half-year in connection with Biology 3. Students who elect this course must make arrangements with the instructor in advance.

DOMESTIC SCIENCE 14—HOUSEHOLD CHEMISTRY.—Lectures, reading, and laboratory work. Two or three points. Dr. Vulté. Tuesdays, nine-thirty to twelve-thirty; Fridays, two-thirty to four-thirty. Laboratory fee, five dollars.

This is a course of instruction designed to present the study of the principal food products, such as sugars, starches, proteids, animal and vegetable fats, water and mineral salts, special attention being given to the changes taking place during the operations of cooking, and to the analytical tests applied to them; the chemical aspects of fermentation and putrefaction, prevention of the same by chemical means and sterilization; corrosive action of food constituents, acids, etc., on utensils; saponification, action of detergents, hard and soft water; testing of milk, butter, cheese, water, etc., for purity; the chemistry of fuels and illuminants.

Students who elect this course as three points must arrange with the instructor for extra hours for laboratory work before registration.

PHYSICAL EDUCATION 10—APPLIED ANATOMY AND PHYSIOLOGY.—Lectures, demonstrations, reports, and discussions. Two points. Professor Wood. Mondays and Wednesdays at three-thirty.

This course deals with the methods of teaching anatomy and physiology in training-schools for nurses. The demonstrating materials include skeletons, dissected specimens, and the best French manikins. Students have practice in conducting demonstrations and quizzes, and presenting topics to the class. Time is given to the discussion of the methods of teaching and the best materials and books for use in class work. Papers are prepared on assigned topics.

Required of special students in hospital economics.

DORMITORY.

LONGFELLOW AND WHITTIER HALLS.

During the past year the Morningside Realty Company has erected a handsome fireproof building adjoining Teachers College for the purpose of giving to the women students of the college comfortable accommodations at moderate rates. Every room is outside and entirely light, and the arrangement is such that they may be rented singly or in suites of two or three. There are also a limited number of suites consisting of two rooms and private bath. The building is heated by steam and lighted by electricity. There is a complete elevator system, a steam laundry equipped with all the modern machinery, and shower, needle, and tub baths. The public parlors and reception-rooms are on the main floor, and there are also small parlors on each of the sleeping-floors. The main dining-rooms and restaurant are on the top floor, and command wide outlooks over the city and the North and East Rivers. A house-mother is in residence, who is accessible to the students at all times. In addition to the dormitory, which occupies the central portion of the building, there are also a number of apartments in the

two end sections, consisting of seven and eight rooms and bath, which are fitted for housekeeping and can be occupied by families. The entrances to the apartments are entirely distinct from those to the dormitory portion of the building.

The prices for single furnished dormitory rooms range from seventy dollars to one hundred and forty dollars for the school year (approximately nine months), and these include heat, light, and ordinary care. Furnished suites consisting of two bedrooms and study vary from two hundred and twenty-five dollars to three hundred and ten dollars per academic year; and suites of two bedrooms and bath from three hundred and twenty-five dollars to four hundred and twenty-five dollars for the same term. Rents are payable half-yearly in advance. Table board in the dining-rooms is furnished to tenants in the dormitory at the most reasonable rates possible. A descriptive circular with diagrams will be sent to any address on application to the Morningside Realty Company, 1230 Amsterdam Avenue, New York City.

FEEES AND EXPENSES.

For matriculation, five dollars; for tuition, one hundred dollars.

Students who take laboratory courses will be required to pay a special fee for supplies and materials. *It is proposed to make a uniform rate for tuition, after July 1, 1903, of one hundred and fifty dollars per annum in all courses.*

Students' entire expenses have been found to vary from three hundred and twenty-two dollars to five hundred and sixty-one dollars and upwards, averaging about four hundred and fifty dollars.

[Since publishing the list of donations to the Course in Hospital Economics last month a subscription of fifteen dollars has been received through Miss MacPherson on behalf of the University Hospital of Philadelphia. If a great number of nurses would give one dollar each to this course the "chair" would soon be endowed. There is a great need of modern reference-books for the use of the students in this especial department upon the subjects indicated in the outline. Perhaps some of our readers may have a volume to contribute.—Ed.]

